

MEMORANDUM FOR THE RECORD

SUBJECT: Meeting on The Subject of Institute Files

1. In recent months, the Management Staff has conducted studies in FDD, OSI and the OCR Registers. During these surveys, this Staff has noted, in all three components, the existence of files containing information on foreign institutes, personalities and related organizations. As a result of discussions between Management Staff representatives and interested DD/I components, it was agreed to hold a meeting to consider the general problem of responsibilities for maintenance of institute files and the utilization of such files in CIA components. The meeting was held on 7 December 1955 at OCR, with the following persons present:

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2. [redacted] stated that the meeting should concern itself only with determining what files of information on institutes are now being maintained, and that as a result of the information obtained, it might be desirable to establish a representative working group to investigate further and make recommendations. Some attempt was made by the group to define the word "institute"; however, it was concluded that the word could have various definitions and that it would be more desirable to discuss present situations to determine the existence of problems. [redacted] noted, in passing, that BR and IR maintain the same information filed in different ways.

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3. It was learned that the components represented maintain the following information:

a. FDD. With emphasis upon Soviet information, FDD maintains 5"x8" card files based upon scientific periodicals. Each card contains, extracted from periodicals, the name of an institute, information concerning leadership and applications of the organization and a bibliography of untranslated periodicals which have referred to this institute. Each card is used to provide a "thumbnail" description of an institution. These cards are used particularly by OSI in order to keep current information on changes in the organization of institutes. FDD also maintains files on dissertations published by institutes.

b. ORR. The Economic Research Area maintains no institute files other than those working files maintained by individual analysts. [ ] stated that ERA would be interested in a centralized file. The Geographic Area of ORR maintains a central file of 600 to 800 cards, based upon information on institutes obtained from open Russian sources. This is an unclassified file, concerned only with Sino-Soviet Bloc institutes, which is not maintained by any employee on a full-time basis.

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NOTE: It was pointed out by [ ] at this time that the Soviets have some 8,000 institutes.

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c. IR. Files are maintained for institutes which are concerned with research and development relating to industry. The files are not concerned with institutes of art. Material in the files is obtained from world-wide sources of all types. [ ] emphasized the fact that IR maintains nothing on institutes which do not have some physical plant. If an institute has a physical plant, a folder is prepared, and the folder is merged with other material having to do with the research and development field concerned. Coding is by research and development field, and further by subject and product, such information eventually leading to institutes participating in the subject matter.

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d. OSI. All OSI divisions maintain material on institutes. Their files range from working files of individual analysts to a formal, centralized installation maintained by one branch for the Electronics Division. [ ] stated that, for example, the Fundamental Sciences Area (division) of OSI has files on academies which, upon use in intelligence production, are being turned over to the CIA Library.

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e. BR. Two files are kept on organizations and institutes: one is a file on Soviet scientific periodicals, maintained for OSI, which includes 800,000 cards listing the authors of articles in the periodicals and the institutes with which they are associated; the other file consists of a series of dossiers containing only scant information on the geographic and organizational locations of various institutes.

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4. [ ] stated that there is a definite need to examine the situation across the board, and he suggested that a two man working group be created, consisting of one Management Staff representative and one OCR representative, to examine the present situation and report back on the existence of duplication, relationships between Offices and the Registers, etc. It was emphasized by [ ] that the purpose of the survey

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should not be to determine the best method of centralizing institute files; rather, this should be a fact finding review to determine future causes of action based upon present situations.

[REDACTED] pointed out that the group will have no authority to take action; its function is to recommend.

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